

**REGISTERED SANITARIAN ADVISORY COMMITTEE  
MINUTES  
March 21, 2006**

**PRESENT:** David Cammilleri, Robert Harris, Brian Jindra, Jeff Kindrai, Michele Mohn

**ABSENT:** David Krey, Roman Kaminski

**STAFF:** Tim Wellnitz, Bureau Director; Colleen Baird, Legal Counsel; Roxanne Peterson, Recorder; Other Department staff were present for portions of the meeting

**CALL TO ORDER**

Tim Wellnitz, Bureau Director, called the meeting to order at 9:05 a.m. A quorum of 5 members was present.

**ADOPTION OF AGENDA**

**MOTION:** Jeff Kindrai moved, seconded by David Cammilleri, to approve the agenda as published. Motion carried unanimously.

**WELCOME TO THE ADVISORY COMMITTEE AND INTRODUCTIONS  
SECRETARY CELIA JACKSON**

Secretary Celia Jackson greeted and welcomed the Committee members.

Secretary Jackson shared with the Committee her goals, and objectives for the Committee. She advised that the Department has an open door policy and that the main contact for all Committee business would be Tim Wellnitz.

The Committee was advised that it is advisory to the Secretary and that the Secretary has the final decision-making authority on issues regarding registered sanitarians.

**CORE VALUE/TEAM BUILDING EXERCISE  
GENERAL INTRODUCTIONS OF ADVISORY COMMITTEE MEMBERS AND  
DEPARTMENT STAFF**

Secretary Celia Jackson presented the core value and team building exercise. Each member participated and shared their biographies as part of the core values activities.

**WISCONSIN ACT 25 AND BACKGROUND DISCUSSION OF TRANSFER TO  
THE DEPARTMENT OF REGULATION AND LICENSING**

Secretary Jackson and the Committee members discussed 2005 Wisconsin Act 25 and the history regarding the transfer of the regulation of registered sanitarians from the Department of Health and Family Services to the Department of Regulation and Licensing. The current authority for credentialing and regulation of sanitarians is found in Chapter 440, Subchapter XI, Stats.

## **GENERAL DEPARTMENT OF REGULATION AND LICENSING POLICY & PROCEDURE REVIEW WITH BOARDS**

Tim Wellnitz explained the Department's policies and procedures relating to the following.

### **Agendas and Addendum Policy**

The Committee received a copy of Kimberly Nania's January 4, 2006, memo regarding the agenda and addendum policy. Tim Wellnitz advised that the goal of the Department is to only post addendums that are of an urgent nature.

### **Quorum Confirmation Policy**

Tim Wellnitz advised that Committee members should inform the Bureau Director of any meeting dates in which they will not be able to attend. If the Bureau Director does not hear from a Committee member, the Bureau Director will assume that the Committee member will be attending the scheduled meeting.

A quorum check will not be conducted prior to each scheduled Committee meeting. The only time the Bureau Director will conduct a quorum check will be if two or more Committee members contact the Bureau Director indicating they will not be able to attend the upcoming scheduled meeting.

### **Role and Responsibilities of Advisory Committee Members**

The Committee reviewed its role and responsibilities as a Committee member; what makes a successful Committee member; dealing with various problems associated with the volatile world of meetings; and the six steps to every motion.

### **Hotel Reservations Policy & Hotel No-Show Policy**

Mr. Wellnitz reported that the Department has selected the Comfort Inn & Suites at 4822 E. Washington Ave in Madison for all 2006 hotel reservations.

If a Committee member is not going to use the reserved hotel room, it is the responsibility of the Committee member to cancel the room by calling the hotel themselves. If the hotel room is not cancelled, the Committee member may be responsible to pay the hotel bill as a no-show.

### **State of Wisconsin Pocket Travel Guide**

The Committee received a copy of the most recent DER "Pocket Travel Guide".

## **REVIEW OF MEMORANDUM OF UNDERSTANDING**

Colleen Baird, Legal Counsel, reviewed the Memorandum of Understanding between the Wisconsin Department of Health and Family Services (Division of Public Health) (DHFS) and

the Wisconsin Department of Regulation and Licensing (DRL) for the transfer of sanitarian registration.

The Memorandum of Understanding describes the procedures to be followed between the DHFS and DRL for the orderly and efficient transfer of the sanitarian registration program.

### **OVERVIEW OF STATUTES, RULES AND RULE DEVELOPMENT**

Colleen Baird reiterated that the current authority for credentialing and regulation of sanitarians is found in Chapter 440, Subchapter XI, Stats.

Attorney Baird advised that pursuant to the Memorandum of Understanding that DRL will operate the sanitarian registration under the DHFS standards established in Chapter 160, Wis. Adm. Code, until the promulgation of new DRL administrative rules. The DRL will consult with DHFS regarding any revision of requirements for sanitarian registration.

Ms. Baird explained that her role will be to create a set of administrative rules that will fulfill the needs required for credentialing and maintaining the standards of practice relating to sanitarian registration.

**MOTION:** Jeff Kindrai moved, seconded by Brian Jindra, that David Cammilleri and Robert Harris work with Colleen Baird to review DHFS materials that were previously prepared for revisions to DHFS Ch. 160, Wis. Adm. Code, and to develop a new draft creating DRL administrative rules regarding the registration of sanitarians for inclusion in the next Committee agenda packet for full Committee review and recommendation to the Secretary. Motion carried unanimously.

**By consensus,** Colleen Baird will contact David Cammilleri and Robert Harris to set up at least 2 meetings to work on the draft.

### **SCHEDULE FUTURE COMMITTEE MEETING DATES**

**MOTION:** Robert Harris moved, seconded by David Cammilleri, to schedule Committee meetings for June 1 and September 7, 2006, to be held in Madison, beginning at 9:00 a.m. Motion carried unanimously.

### **OVERVIEW OF THE DIVISION OF ENFORCEMENT**

Jack Zweig, Prosecuting Attorney for the Division of Enforcement (DOE), presented an overview of the Division of Enforcement's roles and responsibilities. Attorney Zweig explained how the Advisory Committee will interface with DOE.

During discussion, it became evident that the Memorandum of Agreement does not speak to a transitional complaint handling procedure. David Cammilleri advised that DHFS does not have any pending complaints at the present time.

**By consensus**, the Memorandum of Agreement needs to be updated to include procedures for the transfer of all functions relating to registered sanitarian complaints. Colleen Baird will revise the current Memorandum for DHFS and DRL approval.

**By consensus**, it was agreed that any complaints received by DHFS will be referred to DRL immediately for DOE processing. David Cammilleri advised that DHFS will send any complaints it receives over to Tim Wellnitz, Bureau Director, who will refer them to the appropriate DOE staff.

## **DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING ISSUES**

Cathy Pond, Administrator of the Division of Professional Credentialing Processing, and Kris Hendrickson, Credentialing Supervisor-Health Team, met with the Advisory Committee to discuss various credentialing issues related to the transfer of functions.

### **New Application**

The Committee reviewed a copy of the DRL application currently being used for sanitarian registration. The Committee accepted the form as presented.

### **New Exam Retake Application Form**

The Committee reviewed a copy of the newly created "Request to Retake Registered Sanitarian Exam". The Committee accepted the form as presented.

### **License Lookup, Status Codes, and Renewal Status Report Overview**

Cathy Pond and Kris Hendrickson explained the Department's WEB license lookup data base and the status codes used in keying applicant information.

Cathy Pond reported that the Department mailed out 498 renewal notices with 450 sanitarians renewing their registration. Of the 450 who renewed, 51 renewed their registration on the DRL WEB Online Renewal system.

### **Procedure for Reviewing Applications**

Committee members explained how they processed the applications while housed in DHFS.

DRL will follow the following application review procedure:

- DRL staff will process incoming applications.
- Applications will be reviewed by the Committee members at the Committee meetings.
- Committee members will make recommendations to the Secretary to approve or deny applications or to ask for additional information from applicants.
- DRL staff will prepare the appropriate applicant letters

## **EDUCATION/EXAMINATION ISSUES**

Barb Showers, Director of the Office of Examinations and Education, met with the Board to discuss education and examination issues relating to registered sanitarians.

### **October 2005 Exam Update**

Dr. Showers reported that 6 of 14 candidates passed the October 2005 exam. This is a 43% passing rate.

### **April 2006 Exam Status**

Dr. Showers reported there are 18 applicants for the April 2006 exam. Eleven are new applicants and 7 will be retaking the exam.

### **National Examination Options**

Barb Showers reviewed her February 27, 2006 memo, relating to the available national examination options for assessing competence as a sanitarian: Professional Examination Service and National Environmental Health Association. Dr. Showers also explained the Department's process in selecting the best provider based on technical quality, management capability, cost and responsiveness to state needs.

Dr. Showers reported that until the Request for Proposals (RFP) process can be concluded, and sufficient notice can be given to candidates, the Department will continue to administer the PES examination in Milwaukee and Stevens Point as previously done. The proposed plan is to draft the RFP in April, solicit proposals in May, and do an evaluation in June. The Department will seek comment and advice from the Advisory Committee once more information is available.

Dr. Showers reviewed the seven essential elements of a credentialing exam:

- Based on practice analysis
- Test specification content linked to results of practice analysis
- Defensible questions
- Reliable results
- Defensible passing score
- Assurance of security
- Fairness

### **Revision of PES Exam and Cut Score Recommendation**

The Committee discussed the PES Registration of Sanitarians Environmental Health Proficiency Exam.

Dr. Showers reported that PES has updated the exam and made a cut score proposal to scale the passing score to 70. Candidates getting the most difficult form will have to achieve a passing score of 172 of 250 to get a scaled score of 70, while candidates getting the easiest form will

have to get 175 to get a scaled score of 70. If the score remains at a straight 70% passing, regardless of the complexity of the forms, the candidates would need to get 175 of the 250 questions correct.

**MOTION:** David Cammilleri moved, seconded by Robert Harris, to recommend to the Department to continue to require that the candidate successfully pass 175 of the 250 questions on all 3 versions of the PES exam.  
*Robert Harris withdrew his second after discussion.*  
*Motion failed due to a lack of a second.*

**MOTION:** Robert Harris moved, seconded by Michele Mohn, to recommend to the Department to adopt the PES cut-score recommendation with the proviso that an explanation of the passing score be provided to candidates in advance of taking the exam. Motion carried. David Cammilleri voted no.

Barb Showers will draft language to be included in the candidate application materials explaining the new scoring process. It was recommended that a reference be made to the fact that previous exams and scores will be judged based on the previous requirements and are not included in this new cut-score process.

### **CONVENE TO CLOSED SESSION**

**MOTION:** Jeff Kindrai moved, seconded by David Cammilleri, to convene to closed session to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.) and to consider individual histories (s. 19.85(1)(f), Stats.) Roll call vote: David Cammilleri-yes; Robert Harris-yes; Brian Jindra-yes; Michele Mohn-yes; Jeff Kindrai-yes. Motion carried unanimously.

The Committee convened Closed Session at 1:10 p.m. to review applications for the next exam.

### **RECONVENE INTO OPEN SESSION**

**MOTION:** Michele Mohn moved, seconded by David Cammilleri, to reconvene to Open Session at 2:30 p.m. Motion carried unanimously.

### **VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE**

### **APPLICATION REVIEW**

**MOTION:** Robert Harris moved, seconded by Jeff Kindrai, to recommend that the Department take the following actions: Motion carried unanimously.

#### **Approve to sit for the April 2006 exam:**

Lindor Schmidt

Bonnie Kinney

Anthony Goodman

Robert Kieser, Jr.  
Leonard Goudy  
Todd Troskey  
Trista Gelhar

**Deny to sit for the April 2006 exam:**

Kathryn Carlson for lack of work experience and payment of fees  
Nicole Shokatz for lack of work experience  
Geraldine Benthein for lack of work experience

**Approve on condition of providing an acceptable transcript**

Deanne Harris

**Approve certification by reciprocity:**

Terrance Lauren

**ADJOURNMENT**

**MOTION:** David Cammilleri moved, seconded by Michele Mohn, to adjourn the meeting at 2:36 p.m. Motion carried unanimously.

**NEXT MEETING: JUNE 1, 2006**